

Youth On Their Own

Board Member Job Description FY21

YOTO board members commit to the following:

1) Consistent Board Meeting Attendance & Participation

- a) Attend a minimum of 80% of meetings of the Board annually.
- b) Attend strategic planning meetings and semi-annual board retreat.
- c) Come to meetings prepared, having read background materials distributed prior to the meeting.
- d) Actively participate in Board meetings by engaging in discussion and asking pertinent questions.
- e) Serve actively on at least one standing board committee and attend at least 80% of assigned committee meetings.
- f) Agree to provide leadership to a board committee, designated task force, or to serve as a board officer at some point during board tenure.
- g) Follow through on all commitments.

2) Attentive Fiduciary Responsibility

- a) Understand the budget and current financial status of the organization.
- b) Review financial reports thoroughly, and ask questions to clarify.
- c) Ensure that financial policies and procedures are ethical and within generally accepted accounting practice.
- d) Represent key stakeholder perspectives when determining budget and analyzing financial statements.
- e) Ensure there is proper planning to generate financial resources.

3) Personal Financial Support & Fundraising

- a) Set a leadership example by making an annual, meaningful personal contribution according to ability. At a minimum, board members are asked to:
 - Participate in the monthly giving club.
 - Participate in the Arizona Charitable Tax Credit with a minimum contribution of \$400 annually.
- b) Encourage others to give.
- c) Participate in fundraising activities by introducing people to the organization, participating in events, and responding to requests to support the fund development program.

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4) Active Ambassador & Advocate

- a) Become informed about the organization's history, goals, accomplishments, current operations, and concerns so that you can act as a knowledgeable advocate.
- b) Positively communicate the vision and value of the organization to the community, as well as potential supporters, donors, and the public at large.
- c) Take every appropriate opportunity to increase the public's awareness of the organization's strategic priorities and contribution to the community.
- d) Attend and participate in organization activities including special events and fundraising activities.

5) Good Governance & Leadership

- a) Select and regularly assess the performance of the CEO. Ensure that the CEO has the moral and professional support needed to further the mission and vision of the organization.
- b) Direct focus of board on governance (strategic, long-term, and policy based), and reserve management and day-to-day operations to the CEO.
- c) Develop and hold true to the organization's Mission, Vision, and Values as strategic decisions are made.
- d) Respect the confidentiality under which discussions take place during board and committee meetings.
- e) Contribute to a functional working group and productive meetings by communicating efficiently, clearly, and openly.
- f) Participate in board evaluation to assess and improve board experience and outcomes.